

ROUTING AND TRANSMITTAL SLIP

LATE

3/31

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. AC/EXPS

2. DO/FBIS

3. O/FBIS

4. PO/RA

5. FBIS Registry

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#3, Bob, I only ever did
one of these presentations.
 but, though I had no trouble
 filling the 60-min slot,
 I think 30-45 min is
 probably better.

PC

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
 clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

* U.S.G.P.O.: 1983-421-529/320

OEM-10

DS&T-280-88
29 March 1988

MEMORANDUM FOR: Director, Foreign Broadcast Information Service

FROM:



Career Development Staff, DS&T

STAT

SUBJECT: DS&T Orientation, March 1988

1. Thank you for your support of the 1-2 March running of the DS&T Orientation Course. It was, as always, very well received. General comments from the evaluations are summarized below.

2. Most offices struck a good balance between the general and the specific. The desired objective of the course, as expressed by the students, is for a general overview of each office, with enough specifics to illustrate and clarify the major mission(s). As a group, speakers are apparently still using too many acronyms and technical terms. There were positive comments on viewgraphs which illustrated a point or injected humor; equally, however, there were negative comments on viewgraphs with texts which merely stated what the speaker said.

3. Suggestions for addition or expansion of topics include discussion of recent or current problem areas, more emphasis on how DS&T offices interrelate and how we interact with other directorates, and information on DS&T careers and the types of people needed.

4. We will review all the suggestions for inclusion in future runnings. We are also looking at the desirability of cutting the program back to one day. This would translate to individual office presentations of 30-35 minutes. Please let us know if you have recommendations on any aspect of this course.



STAT

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: DS&T Orientation, March 1988

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